

Project Request (Call for Appointment)

This form is for the use of academic institutions that wish to request a Fulbright Senior Specialist. **The completed form must be e-mailed to the U.S. Embassy at the address listed in the gray box at the bottom of this page. For possible reimbursement of local costs (housing, meals, transportation) pls contact Ms. Marija Crnic at the Ministry of Science, Education and Sports, at marija.crnic@mzos.hr.**

The recruitment effort for your program request can be most effective if:

1. Careful attention is given to the **Program Description** and the **Purpose of the Program** to ensure adequate detail in describing the scope of work
2. Adequate lead time is given for recruitment of specialists who best fit the program request. Please allow a minimum of three months of lead time before the requested start date.
3. Flexibility in the timeframe of the proposed project is allowed in order to accommodate the various schedules of potential Fulbright Senior Specialists candidates

Contacts

Host Institution

Institution Name _____
Street address 1 _____
Street address 2 _____
City _____
State _____
Country _____
Zip/postal code _____
Phone _____
Fax _____
e-mail _____
web address _____
Contact family name _____
Contact first name _____
Contact title _____

Post --[This section to be filled out by U.S. Embassy]

Institution type _____ X post
Street address 1 (institution name) American Embassy
Street address 2 T. Jeffersona 2
Street address 3 _____
City Zagreb
Country Croatia
Zip/postal code 10010
web address www.usembassy.hr

Officer or responsible official from post or commission making request

Prefix Ms.
Family name Brlek
First name Aleksandra
Title Cultural Specialist
Phone 385-1-661-2243
Fax 385-1-665-8936
e-mail brleks@state.gov

Program Description

Field requested (Choose only **one** primary field)

Primary Fields

- ☐ __ Agriculture
- ☐ __ Anthropology
- ☐ __ Applied Linguistics/TEFL
- ☐ __ Archaeology
- ☐ __ Biology Education
- ☐ __ Business Administration
- ☐ __ Chemistry Education
- ☐ __ Communications / Journalism
- ☐ __ Economics
- ☐ __ Education
- ☐ __ Engineering Education
- ☐ __ Environmental Science
- ☐ __ Information Technology
- ☐ __ Law
- ☐ __ Library Science
- ☐ __ Math Education
- ☐ __ Peace and Conflict Resolution Studies
- ☐ __ Physics Education
- ☐ __ Political Science
- ☐ __ Public Administration
- ☐ __ Public/Global Health
- ☐ __ Sociology
- ☐ __ Social Work
- ☐ __ Urban Planning
- ☐ __ U.S. Studies--GENERAL
- ☐ __ U.S. Studies--Art
- ☐ __ U.S. Studies--Art History
- ☐ __ U.S. Studies--Dance
- ☐ __ U.S. Studies--History
- ☐ __ U.S. Studies--Literature
- ☐ __ U.S. Studies--Music
- ☐ __ U.S. Studies--Popular Culture
- ☐ __ U.S. Studies--Religion
- ☐ __ U.S. Studies--Theater
- ☐ __ U.S. Studies--Women's Studies

Specialization desired within this field _____

Other fields of interest if this is an interdisciplinary request _____

Type(s) of activity requested

- ☐ Present lectures at graduate and undergraduate levels
- ☐ Participate in or lead seminars or workshops at overseas academic institutions
- ☐ Conduct needs assessments, surveys, institutional or programmatic research
- ☐ Take part in specialized academic programs and conferences
- ☐ Consult with administrators and instructors of post-secondary institutions on faculty development
- ☐ Develop and/or assess academic curricula or educational materials
- ☐ Conduct teacher-training programs at the tertiary level

Project description *(please be very specific as to the type of and scope of work that the specialist would engage in; if teaching – number of classes, topics.)*

Project purpose *(Describe the program objectives and provide background on the issues and institutions involved.)*

Project impact on host institution (please comment how would this visit benefit your institution, students, faculty):

Project potential for institutional linkages (please explain plans for future collaboration, exchanges, etc):

Program Length

- **A Senior Specialists grant may be funded for anywhere between 14 and 42 days, including travel days.**

Please list the preferred arrival date below.

Visit	Preferred arrival date	Length of visit (Number of days)
1		

Flexibility of time frame for the project. Please describe the extent, in days or months, of the host institution's flexibility.

Specialist Description

Qualifications preferred

Basic Profile ☐Academic ☐Professional ☐Either

Minimum academic degree _____

Minimum years of teaching experience _____

Minimum academic rank _____

Language requirements _____

Audience (One way of determining the level of grantee expertise needed for a program is to know with whom he/she will be working, e.g., undergraduate students, faculty, etc. Please describe.

Is this a request for a specific individual on the Roster? ☐yes ☐no

BFS policy allows Embassies to include in a program proposal or in a special submission the names of lecturers or lecture/researchers in whom an institution is particularly interested. Foreign institutions may invite such candidates to apply with the understanding that the invitation does not constitute a commitment or a preference in final consideration. **Note:** The requested individual must be a US citizen to apply.

Requested Specialist Information

Name of person requested (Surname, first name) _____

Title _____

Institution _____

Email _____

Phone _____

Please provide justification for requesting this person (explain why you want this particular person):

Has the host institution had prior contact with the requested specialist about this program?

☐yes ☐no

If so, please advise of the results of those contacts: _____

Cost Share Commitment

Costs for the Fulbright Senior Specialist Program will be shared by the Office of Academic Exchange Programs and the host institution. The Office of Academic Exchange Programs will pay for international travel and a daily honorarium. Host academic institutions will be asked to cover the Fulbrighter's **lodging, meals and in-country travel**. Public Affairs Sections will function as program brokers and will not contribute to program costs. In those cases where a host academic institution is unable to cover its share of program costs, the Croatian Ministry of Science, Education and Sports should be approached for reimbursement of the local costs.

At this time, please confirm the cost-share details to be shared with the Senior Specialist grantee chosen to fill this program request. **It is important to note that the potential host institution must agree to cover the grantee's lodging, meals and in-country travel in order for the request for a Fulbright Senior Specialist to be approved.**

Contact Information for Person Responsible for Housing Arrangements:

Name _____

Professional Title _____

E-mail _____

Phone _____

Lodging Arrangements

Briefly describe the housing arrangements that have been made for the Senior Specialist (Housing for the duration of the stay should be arranged ahead of arrival): _____

Housing is available from _____(date) to _____ (date). Estimated US\$ amount: _____

Does the host institution agree to cover this portion of the cost share? YES____ NO____

In-Country Travel Arrangements

Describe anticipated in-country travel: _____

Does the host institution agree to cover this portion of the cost share? YES____ NO____

Estimated US\$ amount: _____

Meal Arrangements

Describe meal arrangements for the Specialist: _____

Does the host institution agree to cover this portion of the cost share? YES____ NO____

Estimated US\$ amount: _____

Arrival Arrangements

Describe arrangements for the Specialists arrival and pickup from the airport, and the name of the person meeting the Specialist:

Please provide any special notes or instructions to the Senior Specialist regarding in-country details that would be helpful in preparing for his/her arrival:
